

# James R. Favor & Company

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## FRATERNITY/SORORITY RISK MANAGEMENT PROGRAM RISK MANAGEMENT / UNDERWRITING QUESTIONNAIRE & FUNCTION PLANNING FORM

Fraternity / Sorority National Account	School Name
Chapter / Alumni Group Name	
Date JRF & Co. First Contacted & Form Sent	Date Form & All Materials Received by JRF & Co.

(PLEASE PRINT OR TYPE)

**THIS FORM MUST BE COMPLETED IN FULL, WITH ALL REQUIRED ATTACHMENTS AND RECEIVED IN OUR OFFICE AT LEAST 30 DAYS PRIOR TO THE PLANNED FUNCTION. IF THE FORM RECEIVED IS INCOMPLETE, MISSING ATTACHMENTS OR LATE, IT WILL BE REJECTED. UNDERWRITERS REVIEW OF THE INFORMATION PROVIDED WILL RESULT IN: 1) ACCEPTANCE, 2) REJECTION, OR 3) FUNCTION PLAN ADJUSTMENTS.**

### GENERAL INFORMATION

1. TYPE OF FUNCTION: \_\_\_\_\_  
PURPOSE OF FUNCTION: \_\_\_\_\_

2. FUNCTION DATE: \_\_\_\_\_  
TIME & DURATION: \_\_\_\_\_  
LOCATION: CHAPTER HOUSE  OTHER  EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
DISTANCE FROM CAMPUS/CHAPTER HOUSE: \_\_\_\_\_

3. NARRATIVE DESCRIPTION OF FUNCTION/ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. PLANNED ATTENDANCE:  # MEMBERS \_\_\_\_\_  # ALUMNI \_\_\_\_\_  # DATES \_\_\_\_\_  # GUESTS \_\_\_\_\_  # PUBLIC \_\_\_\_\_  
ESTIMATED TOTAL ATTENDANCE: \_\_\_\_\_ ESTIMATED GROSS RECEIPTS: \_\_\_\_\_

5. WILL THERE BE ANY SPECIAL CONSTRUCTION, ALTERATIONS OR DECORATIONS FOR THIS FUNCTION?  YES  NO  
IF YES, EXPLAIN: \_\_\_\_\_

6. IS UNIVERSITY PERMISSION REQUIRED TO HAVE THIS FUNCTION?  YES  NO  
HAS IT BEEN OBTAINED?  YES  NO **ATTACH A COPY.**

7. HAS THIS FUNCTION BEEN HELD IN THE PAST?  YES  NO

8. HOW MANY TIMES? \_\_\_\_\_

9. HAVE THERE BEEN ANY PREVIOUS CLAIMS, INJURIES OR INCIDENTS AS A RESULT OF THIS FUNCTION? \_\_\_\_\_  
EXPLAIN IN DETAIL: \_\_\_\_\_

### CONTACT PERSONS

ALUMNI RESPONSIBLE FOR FUNCTION  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE #: WORK \_\_\_\_\_  
HOME \_\_\_\_\_

CHAPTER PERSON RESPONSIBLE FOR FUNCTION  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE #: HOME \_\_\_\_\_  
OTHER \_\_\_\_\_

# I. ALCOHOLIC BEVERAGE EXPOSURES

## A. ALCOHOL APPROVAL & POLICIES

1. WILL ALCOHOL BE PROVIDED OR PERMITTED DURING THIS FUNCTION?  YES  NO PERMITTED?  PROVIDED?
2. IS ALCOHOL AN ESSENTIAL PART OF THIS FUNCTION?  YES  NO  
WHY? \_\_\_\_\_
3. IS UNIVERSITY PERMISSION REQUIRED FOR THE USE OF ALCOHOL AT THIS FUNCTION?  YES  NO
4. HAS THE USE OF ALCOHOL AT THIS EVENT BEEN APPROVED BY YOUR NATIONAL ORGANIZATION?  YES  NO
5. HAVE YOU READ, AND DO YOU UNDERSTAND YOUR NATIONAL ORGANIZATION'S ALCOHOL POLICY?  YES  NO
6. WHAT PROCEDURES WILL BE FOLLOWED IF MINORS ARE OBSERVED DRINKING? \_\_\_\_\_  
\_\_\_\_\_

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COPIES OF THE ABOVE APPROVAL AND POLICY FORMS MUST BE ATTACHED.

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## B. SERVICE OF ALCOHOLIC BEVERAGES

1. WHEN WILL ALCOHOLIC BEVERAGES BE PROVIDED OR PERMITTED?  BEFORE  DURING  AFTER
2. WHO WILL PURCHASE AND/OR PROVIDE THE ALCOHOLIC BEVERAGES SERVED?  
 CHAPTER  HOUSE CORPORATION  INDIVIDUAL MEMBERS  GUESTS  BYOB  OTHER \_\_\_\_\_
3. AMOUNTS OF ALCOHOLIC BEVERAGES PURCHASED? \_\_\_\_\_
4. AMOUNTS TO BE SPENT OR BUDGETED FOR ALCOHOLIC BEVERAGES? \_\_\_\_\_
5. WILL ANY DIRECT OR INDIRECT CHARGE BE MADE FOR THE ALCOHOLIC BEVERAGES?  YES  NO
6. METHOD OF CHARGE:  ADMISSION  CONTRIBUTIONS  CHARGE BY DRINK  DONATIONS  OTHER \_\_\_\_\_
7. METHOD OF SERVICE:  OPEN ACCESS  CHAPTER MEMBERS  ALUMNI  PROFESSIONAL BARTENDERS  OTHER \_\_\_\_\_
8. WHAT KINDS OF ALCOHOLIC BEVERAGES WILL BE SERVED?  WINE  6.0% BEER  3.2% BEER  SPIRITS
9. WILL AMPLE NON-ALCOHOLIC BEVERAGES BE PROVIDED WITHOUT CHARGE AT THIS FUNCTION?  YES  NO
10. WHAT IS THE LEGAL DRINKING AGE FOR: \_\_\_\_\_
11. HOURS OF ALCOHOLIC BEVERAGE SERVICE  
WINE \_\_\_\_\_ 6.0% BEER \_\_\_\_\_ 3.2% BEER \_\_\_\_\_ SPIRITS \_\_\_\_\_  
**YOU MUST STOP SERVICE AT LEAST 1** \_\_\_\_\_ **TO** \_\_\_\_\_  
**HOUR BEFORE EVENT ENDS.**
12. WILL THERE BE ANY LICENSES OR PERMITS REQUIRED FOR THIS FUNCTION? \_\_\_\_\_

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COPIES OF ANY LICENSES OR PERMITS MUST BE ATTACHED.

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## C. LEGAL AGE IDENTIFICATION

**TWO FORMS OF ID, WITH ONE BEING PHOTO, ARE REQUIRED**

1. WHEN AND HOW WILL THE VERIFICATION OF LEGAL DRINKING AGE BE ACCOMPLISHED? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. HOW WILL THOSE SERVING OR PROVIDING THE ALCOHOLIC BEVERAGES IDENTIFY PERSONS OF LEGAL DRINKING AGE?  
 HAND STAMP  UNREMOVABLE WRIST BAND  OTHER \_\_\_\_\_

## D. DRUNK DRIVING PREVENTION

**USE PUBLIC TRANSPORTATION ONLY**

1. WHICH FORM OF PUBLIC TRANSPORTATION WILL BE PROVIDED FOR INTOXICATED PERSONS? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. CONTRACTUAL EXPOSURES

YOUR LEGAL COUNSEL SHOULD REVIEW ALL CONTRACTS BEFORE THEY ARE EXECUTED. EXECUTING ANY CONTRACT, LEASE OR RENTAL AGREEMENT MAY OBLIGATE YOU, YOUR CHAPTER, OR OTHERS FOR LOSSES THAT MAY NOT BE COVERED BY INSURANCE.

WE WOULD BE PLEASED TO DISCUSS THE RISK MANAGEMENT AND INSURANCE CONSIDERATIONS OF CONTRACTS WITH YOUR ATTORNEY. TO HELP LIMIT CONTRACT LIABILITY EXPOSURES WITHIN THE SCOPE OF YOUR INSURANCE, WE SUGGEST THAT THE WORDS "TO THE EXTENT PROVIDED BY OUR INSURANCE" BE INSERTED INTO ALL HOLD HARMLESS AND INDEMNITY CLAUSES OF ANY AGREEMENTS.

### A. RENTAL PROPERTY

COVERAGE IS NOT PROVIDED UNDER YOUR INSURANCE POLICY FOR PROPERTY DAMAGE TO "PROPERTY LOANED TO YOU", "PROPERTY YOU OWN, RENT, OR OCCUPY", OR "PERSONAL PROPERTY IN YOUR CARE, CUSTODY OR CONTROL".

1. WHICH OF THE FOLLOWING TYPES OF PROPERTY WILL YOU BE RENTING, BORROWING AND/OR USING? \_\_\_\_\_
  - a. REAL PROPERTY (i.e. BALLROOM, HOTEL ROOM, UNIVERSITY FACILITIES, BARN, CAMP, ETC.)
  - b. PERSONAL PROPERTY (i.e. BOATS, PROPS, BAND OR PARTY EQUIPMENT, ETC.)
2. WILL THERE BE ANY PERMITS OR LICENSES REQUIRED FOR THE USE OF THE ABOVE PROPERTY? \_\_\_\_\_
3. WILL YOU BE REQUIRED TO SIGN ANY AGREEMENTS OR CONTRACTS FOR THE USE OF THE ABOVE PROPERTY? \_\_\_\_\_

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**COPIES OF THE THESE TYPES OF CONTRACTS MUST BE ATTACHED.**

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### B. REQUEST FOR EVIDENCE OF INSURANCE

1. IS EVIDENCE OF INSURANCE REQUIRED? \_\_\_\_\_
2. WHO IS REQUIRING THE EVIDENCE OF INSURANCE? \_\_\_\_\_
3. WHAT IS THEIR INSURABLE INTEREST?  OWNER  MANAGER  OTHER \_\_\_\_\_

A WRITTEN REQUEST MUST BE PROVIDED DIRECTLY FROM THOSE REQUIRING INSURANCE INFORMATION.

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**A WRITTEN REQUEST FOR EVIDENCE OF INSURANCE MUST BE ATTACHED.**

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### C. CROWD CONTROL/SECURITY

1. HOW WILL ADMISSION OR ATTENDANCE BE CONTROLLED? \_\_\_\_\_
2. HAVE ARRANGEMENTS BEEN MADE TO USE SECURITY SERVICE?  YES  NO
3. TYPE OF SECURITY SERVICES TO BE USED?  UNIVERSITY/COLLEGE  HOTEL  OUTSIDE
4. WILL A SEPARATE SECURITY SERVICE CONTRACT BE REQUIRED?  YES  NO
5. A CERTIFICATE OF LIABILITY INSURANCE MUST BE OBTAINED FROM THE SECURITY SERVICE WHICH NAMES YOUR CHAPTER, HOUSE CORPORATION AND NATIONAL ORGANIZATION AS AN ADDITIONAL INSURED.  
SECURITY SERVICE NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_
6. HOW MANY SECURITY GUARDS WILL BE PRESENT? \_\_\_\_\_ HOURS OF SERVICE \_\_\_\_\_ TO \_\_\_\_\_
7. POSSESSION OF FIREARMS BY SECURITY PERSONNEL IS PROHIBITED! DO THEY UNDERSTAND THIS AND AGREE?  YES  NO

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**COPIES OF THE CERTIFICATE AND CONTRACT MUST BE ATTACHED.**

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### D. ENTERTAINMENT

1. WILL ANY ENTERTAINMENT SERVICES BE USED (i.e., BAND, D.J.)?  YES  NO EXPLAIN: \_\_\_\_\_

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**A COPY OF ANY CONTRACT OR AGREEMENT MUST BE ATTACHED.**

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### E. FOOD

1. WHAT FOOD WILL BE SERVED? \_\_\_\_\_  
FOODS OTHER THAN THE SALTY SNACK VARIETY SHOULD BE SERVED
2. WHO WILL PROVIDE THE FOOD? \_\_\_\_\_
3. IF FOOD IS PROVIDED BY AN OUTSIDE SERVICE, HAVE YOU SIGNED A CONTRACT?  YES  NO

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**A COPY OF ANY CONTRACT OR AGREEMENT MUST BE ATTACHED.**

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# III. OFF-PREMISES / TRANSPORTATION EXPOSURES

**ROUNDTRIP PUBLIC TRANSPORTATION SHOULD BE UTILIZED BY ALL PERSONS ATTENDING OFF-CAMPUS FUNCTIONS.**

1. DISTANCE FROM CAMPUS / CHAPTER HOUSE? \_\_\_\_\_
2. WILL YOU BE REQUIRED TO SIGN A CONTRACT WITH THE TRANSPORTATION COMPANY?  YES  NO
3. A CERTIFICATE OF AUTOMOBILE LIABILITY INSURANCE MUST BE OBTAINED FROM THE TRANSPORTATION COMPANY WHICH NAMES YOUR CHAPTER, HOUSE CORPORATION AND NATIONAL ORGANIZATION AS AN ADDITIONAL INSURED.

TRANSPORTATION COMPANY NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_

ALCOHOLIC BEVERAGES ARE NOT PERMITTED AT ANY TIME DURING TRAVEL / TRANSPORTATION.  
THE TRANSPORTATION COMPANY WILL BE CONTACTED TO VERIFY COMPLIANCE WITH THIS POLICY.

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**COPIES OF THE CERTIFICATE AND CONTRACT MUST BE ATTACHED.**

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# IV. EMERGENCY PROCEDURES

1. ARE EMERGENCY SERVICES READILY AVAILABLE AT THIS FUNCTION?  YES  NO
2. WHO WILL BE RESPONSIBLE FOR CONTACTING THE FOLLOWING, IF THE NEED FOR ASSISTANCE ARISES?
  - a. POLICE DEPARTMENT
  - b. SECURITY GUARDS NAME: \_\_\_\_\_
  - c. MEDICAL SERVICES/HOSPITAL/PARAMEDICS TITLE: \_\_\_\_\_
  - d. FIRE DEPARTMENT
3. WHO WILL BE RESPONSIBLE FOR COMPLIANCE WITH LIQUOR LAWS AND YOUR ORGANIZATION'S ALCOHOL POLICY AND PROCEDURES?  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_

**THESE PERSONS SHOULD NOT BE ALLOWED TO CONSUME ANY ALCOHOLIC BEVERAGE.**



WE ARE SUBMITTING THIS REQUEST FOR THE UNDERWRITER'S REVIEW OF OUR PLANNED FUNCTION. THE UNDERSIGNED DECLARE THAT TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THE STATEMENTS SET FORTH HEREIN ARE TRUE. THIS QUESTIONNAIRE DOES NOT BIND THE UNDERWRITERS, AND THE UNDERSIGNED, ON BEHALF OF THE ORGANIZATION, AGREES THAT THIS FORM AND SAID STATEMENTS SHALL BE THE BASIS OF CONSIDERATION. THE UNDERWRITERS ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION AND INQUIRY DESIRED ABOUT THIS FUNCTION.

**VARIATIONS FROM THE FUNCTION DESCRIBED HEREIN MAY ADVERSELY AFFECT INSURANCE COVERAGE.**

SUBMITTED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
CHAPTER PRESIDENT'S SIGNATURE \_\_\_\_\_  
CHAPTER SOCIAL CHAIRMAN'S SIGNATURE \_\_\_\_\_  
ALUMNI SUPERVISOR'S SIGNATURE \_\_\_\_\_  
CC: NATIONAL OFFICE

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR FILES

**ADDITIONAL COMMENTS:**